



**“SPECIAL” COMMITTEE OF THE WHOLE
MINUTES**

Tuesday, November 8th, 2016

5:30 p.m.

**Tay Valley Municipal Office – 217 Harper Road, Perth, Ontario
Council Chambers**

ATTENDANCE:

Members Present: Chair, Councillor Mark Burnham
Reeve Keith Kerr (left at 7:39 p.m.)
Deputy Reeve Brian Campbell (left at 7:55 p.m.)
Councillor Jennifer Dickson
Councillor Fred Dobbie
Councillor Judy Farrell (left at 7:39 p.m.)
Councillor Greg Hallam
Councillor RoxAnne Darling

Staff Present: Larry Donaldson, Chief Administrative Officer
Janie Laidlaw, Acting Clerk
Noelle Reeve, Planner
Angela Millar, Treasurer
Stephen Keeley, Public Works Manager

Regrets: None.

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m.
A quorum was present.

2. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None.

3. DELEGATIONS & PRESENTATIONS

i) **2017 Capital Budget Presentation and Discussion**

Angela Millar, Treasurer.

The Treasurer distributed a revised Reserve Funds & Reserves and Deferred Revenues and a revised 2017 Capital Budget – *attached, page 5.*

The Treasurer gave a PowerPoint presentation – *attached, page 7.*

The Committee discussed the capital budget.

The Committee discussed the Otty Lake Side Road project, if the grant application is unsuccessful.

The committee discussed options regarding the 2012 International Tandem Truck replacement.

ii) **2017 Grant Requests**

Angela Millar, Treasurer.

The Committee discussed the Fallbrook Association and the Canada 150 Grants that the Township has applied for.

The Committee agreed to the following for 2017 – *attached, page 16.*

The Community Justice Program have not requested funds this year as they did last year, the Committee discussed their program and would like to leave the amount available if they do request a grant.

The Committee recessed at 6:55 p.m.

The Committee returned to session at 7:39 p.m.

The Reeve and Councillor Farrell left at 7:39 p.m.

iii) **2017 Budget Proposed List of Changes – Operating.**

Angela Millar, Treasurer.

The Treasurer gave a PowerPoint Presentation – *attached, page 17.*

The Committee discussed the proposed list of changes.

The Deputy Reeve left at 7:55 p.m.

The Treasurer suggested if there are assessment increases and/or additional OMPF funds received that those funds be placed into the infrastructure Reserve. The Committee agreed with the Treasurer's recommendation.

4. ADJOURNMENT

The Committee adjourned at 7:59 p.m.


Chairperson


Acting Clerk

DELEGATIONS & PRESENTATIONS

TAY VALLEY TOWNSHIP							
REVISED DRAFT RESERVE FUNDS, RESERVES & DEFERRED REVENUES							
	Balance at Dec 31 '15	2016 Revenue	Anticipated Expenses for 2016	Estimated Balance at Dec 31 '16	2017 Revenue	Draft Anticipated Expenses for 2017	Estimated Balance at Dec 31 '17
<u>Infrastructure Reserve Funds & Reserves</u>							
Federal Gas Tax Reserve Fund	185,046	169,380	-	354,426	169,380	-	523,806
Northland Solar Farm Reserve	136,676	-	-	136,676	-	-	136,676
Infrastructure Reserve	4,745	-	2,500	2,245	-	-	2,245
Improve Municipal Building Access Reserve	34,129	-	-	34,129	-	-	34,129
Office Equipment Reserve	8,609	10,500	585	18,524	10,500	6,650	22,374
Maberly Community Hall	38,191	5,200	-	43,391	5,200	-	48,591
Recreation Program Reserve	32,031	2,100	-	34,131	2,100	-	36,231
Recreation Equipment Reserve	-	11,200	-	11,200	11,200	-	22,400
Recreation Fund Raising Reserve	4,219	-	-	4,219	-	-	4,219
South Sherbrooke Fire Department Reserve	439,560	52,300	491,860	(0)	52,300	52,300	(0)
Waste Sites Reserve	48,528	3,100	3,086	48,542	3,100	40,000	11,642
Road Equipment Reserve	512,362	131,800	99,485	544,677	131,800	248,000	428,477
Road Construction Reserve	668,179	287,500	314,544	641,135	287,500	189,200	739,435
Cemetery Reserve	7,753	500	-	8,253	500	-	8,753
Bridge Construction	468,373	129,500	-	597,873	129,500	228,000	499,373
Township Office / Garage Reserve	56,141	10,500	-	66,641	10,500	30,000	47,141
Burgess Hall / Garage Reserve	46,137	5,200	-	51,337	5,200	30,000	26,537
Sherbrooke Garage Reserve	50,761	-	-	50,761	-	-	50,761
Salt Sheds Reserve	84,413	10,400	-	94,813	10,400	-	105,213
	2,825,852	829,180	912,060	2,742,972	829,180	824,150	2,748,002
<u>Operating Reserves</u>							
200th Anniversary Reserve	8,429	2,500	10,929	0	-	-	0
Asset Management Plan Reserve	10,000	5,000	10,000	5,000	5,000	-	10,000
Election Reserve	7,157	8,500	1,500	14,157	8,500	1,500	21,157
Official Plan / Zoning By-Law Reserve	14,105	10,000	10,000	14,105	10,000	10,000	14,105
Source Water Protection	18,391	-	-	25,733	-	10,000	15,733
Insurance Reserve	30,000	-	-	30,000	-	-	30,000
Working Funds	450,000	-	-	450,000	-	-	450,000
	538,082	26,000	32,429	538,995	23,500	21,500	540,995
<u>Contingency Reserves</u>							
Contingency	416,039	-	25,000	391,039	-	25,000	366,039
Special Contingency Reserve	228,085	-	-	228,085	-	11,900	216,185
	644,124	-	25,000	619,124	-	36,900	582,224
GRAND TOTAL	4,008,057	855,180	969,489	3,901,090	852,680	882,550	3,871,220
<u>Deferred Revenues</u>							
		<i>Estimate</i>			<i>Estimate</i>		<i>Estimate</i>
Development Charges	235,739	27,000	-	262,739	27,000	-	289,739
Cash-in-lieu of Parkland	44,545	1,800	-	46,345	1,800	20,000	28,145
	280,284	28,800	-	309,084	28,800	20,000	317,884

2017 CAPITAL BUDGET

Description of Project	Total Gross Cost of Project	Amount Required This Year	Official Plan /Zoning By-law Reserve	Township Office/Garage Reserve	Burgess Hall/Garage Reserve	Road Equipment Reserve	Road Construction Reserve	Bridge Construction Reserve	Waste Sites	Cash In Lieu of Parkland Reserve	Office Equipment Reserve	Special Contingency Reserve	Other Grants (OCIF Formula Based)	Direct on Tax Levy	TOTAL
1 MANDATED AND COMMITTED PROJECTS															
Official Plan / Zoning By-Law	10,000	10,000	10,000												
Total Mandated and Committed Projects	10,000	10,000	10,000												10,000
2 HEALTH - SAFETY - ENVIRONMENTAL PROJECTS															
Compactor - Glen Tay	40,000	40,000							40,000						
Fencing - McVeigh Pit	5,500	5,500										5,500			
Total Health-Safety-Environmental Projects	45,500	45,500							40,000			5,500			45,500
3 ROADS															
Road Deficiencies Elimination Prog	60,000	60,000					60,000								
Otly Lake Side Road	50,000	50,000											50,000		
Somerville Drive (2) Road	129,200	129,200					129,200								
Total Roads	239,200	239,200					189,200						50,000		239,200
4 BRIDGES & CULVERTS															
Menzie Munro Side Road Bridge	18,000	18,000						18,000							
Noonans Side Road Bridge	110,000	110,000						110,000							
Replace Bridge Guardrails	50,000	50,000						50,000							
Various Bridge Analyses / Repairs	50,000	50,000						50,000							
Total Bridges	228,000	228,000						228,000							228,000
5 VEHICLES															
Upgrade 2012 International Tandem to Tandem Truck	235,000	235,000				235,000									
Replace 2004 Ford Ranger	30,000	30,000				30,000									
Purchase Covered Trailer (replaces cube van)	13,000	13,000				13,000									
Total Vehicles	248,000	248,000				248,000									248,000
6 FACILITIES															
Burgess Garage - drain	30,000	30,000			30,000										
Bathurst Garage - drain	30,000	30,000		30,000											
Total Facilities	60,000	60,000		30,000	30,000										60,000
7 RECREATION															
Tennis Courts /Outdoor Rink Maintenance	20,000	20,000								20,000					
Total Recreation	20,000	20,000								20,000					20,000
8 MINOR CAPITAL															
Website Enhancements	6,400	6,400										6,400			
Postage Machine	6,650	6,650									6,650				
Total OTHER	13,050	13,050									6,650	6,400			13,050
TOTAL CAPITAL PROGRAM	863,750	863,750	10,000		30,000	248,000	189,200	228,000	40,000	20,000	6,650	11,900	50,000		863,750

2017 CAPITAL BUDGET

November 8th, 2016



Agenda

- 2017 Capital Replacements
- Reserves and Reserve Funds Review
- Asset Management Plan and Long Term Financial Plan Update
- Additional Allocation to Reserves



2017 Capital Replacements Overview

- Capital Expenses/Infrastructure Renewals and Special Programs are primarily funded by reserves and/or grants.
- 2017 Capital Replacements / Projects were selected from the 10 Year Capital Plan then revised based on the status of our Long Term Financial Plan.



Roads



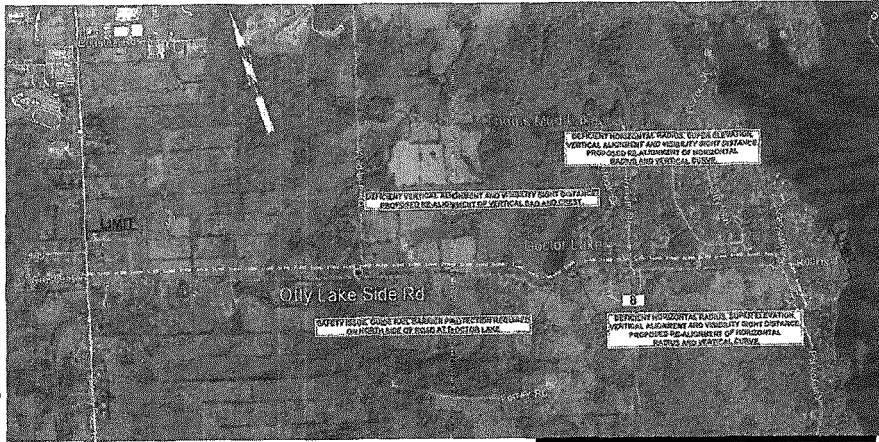
■ Otty Lake Side Road	\$ 50,000
■ Somerville Drive	\$129,200
■ Deficiencies Elimination Program	\$ 60,000

Total 2017 Projects \$239,200

<i>Road Construction Reserve</i>	<i>\$189,200</i>
<i>OCIF-Formula Based Grant</i>	<i>\$ 50,000</i>

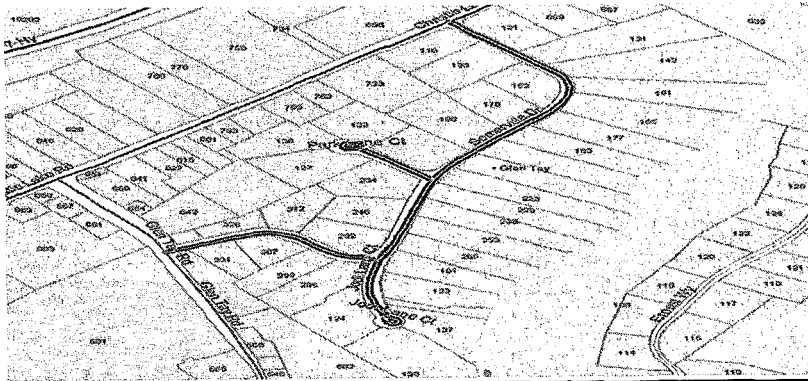


Roads - Otty Lake Side Road



Roads - Somerville Drive

➤ Including Jodi & Park Lanes



Equipment

- Tandem Truck - **\$235,000**
 - Replacing 2012 International

From the Road Equipment Reserve



Equipment

- Covered Trailer



From the Road Equipment Reserve



Bridges

Repairs:

- Menzies Munro Side Road Bridge \$ 18,000
- Noonan's Side Road Bridge \$110,000
- Guardrail Replacement \$50,000
- Bridge Repair and Analysis \$50,000

Total 2017 Projects \$228,000

From the Bridge Construction Reserve



Landfill Capital – Subject to Waste Master Plan – OD Report Component

Compactor: - \$40,000 (*carried forward from 2015*)

- Reduced space in landfill
- Less Overall Cost
- Consideration of Auger Compactor

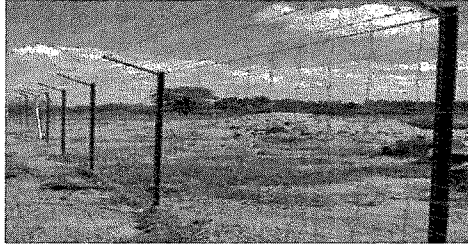


From the Waste Reserve



Capital Continued

- McVeigh Pit Fencing: - \$5,500



From the Special Contingency Reserve



Capital Continued

Floor Drains with Oil / Water Separators

- Burgess Garage - \$30,000
- Bathurst Garage - \$30,000

From each Garage Reserve respectively



Recreation



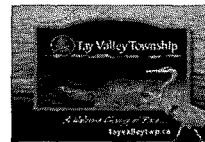
- Tennis Courts \$20,000

Applied for a Canada 150 – Community Infrastructure Grant to refurbish the Penny Grand Tennis Court – grant results pending

From the Cash In Lieu of Parkland Reserve



Minor Capital



Other:

- Zoning By-Law Review \$10,000
- Canada 150 Grant – Memorial Wall \$12,600
- Postage Machine Replacement \$ 6,650

From the Office Equipment Reserve



Reserves and Reserve Funds

➤ Total Estimated Balance at Dec. 31, 2016	\$3,901,090
➤ PLUS: Draft Contributions to Reserves in 2017	\$852,680
➤ LESS: Draft Anticipated Expenses for 2017	- \$882,550
➤ Total Estimated Balance at Dec. 31, 2017	\$3,871,220



Asset Management

- Review 10 Year Capital Replacement Plan
- Next:
 - Continue to Review and Modify the Plan
 - Develop a Long Range Financial Plan to provide forecast along with strategies to achieve adequate fund balances.



Questions???



TAY VALLEY TOWNSHIP		
Requests for 2017 Budget Consideration from Outside Agencies		

	2015	2016	2016	2017	2017
BUDGET - Governance - Community Relations	\$ 16,750	\$ 16,250	\$ 16,250	\$ 20,250	\$ 21,250

	TOTAL REQUESTS APPROVED	AMOUNTS REQUESTED	APPROVED	AMOUNTS REQUESTED	APPROVED
TOTAL REQUESTS	\$ 14,250	\$ 15,800	\$ 15,550	\$ 20,700	\$ 18,200
The Table Community Food Centre	2,500	3,500	3,500	3,500	3,500
Big Brothers Big Sisters	3,000	3,000	3,000	3,000	3,000
Municipal Drug Strategy Network Days	250	200	200	200	200
Rideau Ferry Yacht Club - "International Vintage Race Boat Regatta"	1,000	-	0	-	
Youth Activity Kommittee (YAK)	6,000	6,000	6,000	6,000	6,000
Fallbrook Assoc. - (Plus portable toilet @\$250 and staff time to clean up ball field after event)	500	600	600	1,500	
Lanark County Situation Table	-	-	750	1,000	1000
Lanark County Community Justice Program	-	2,000	1,000	1,000	
Municipal Drug Strategy Committee (2016 Budget amount reallocated as Committee of Council not a Contribution)	500	-	0	-	
GWM Hospital				4,000	4000
Donation in Lieu of Christmas Cards	500	500	500	500	500
**Remaining Funds for Additional Awards	\$2,500	\$450	\$700	-\$450	\$3,050

	2015	2016	2016	2017	2017
BUDGET - Tourism - Grants & Contributions	\$ 2,750	\$ 2,250	\$ 2,250	\$ 2,250	\$ 1,250
	TOTAL REQUESTS APPROVED	AMOUNTS REQUESTED	APPROVED	AMOUNTS REQUESTED	APPROVED
TOTAL REQUESTS	\$ 2,750	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,000
Perth & District Chamber of Commerce (2017 Membership portion budget allocation see "memberships" - actual request was \$1,500 including membership)	1,750	1,000	0	1,000	1000
Rideau Heritage Route Tourism	1,000	1,000	1,000	1,000	0
200th Anniversary Celebrations			1,000		
Remaining Funds for Additional Awards	\$0	\$250	\$250	\$250	\$250

**Remaining Funds for Additional Awards throughout the year and/or deferred contributions				
Memorial Donations				

2017 BUDGET

November 8th, 2016



2017 Grant Requests

Requests for 2017 Budget Consideration
from Outside Agencies

	2015	2016	2016	2017	2017
BUDGET - Governance - Community Relations	\$ 16,750	\$ 16,250	\$ 16,250	\$ 20,250	
	TOTAL REQUESTS APPROVED	AMOUNTS REQUESTED	APPROVED	AMOUNTS REQUESTED	APPROVED
TOTAL REQUESTS	\$ 14,250	\$ 15,900	\$ 15,550	\$ 19,700	\$ -
The Table Community Food Centre	2,500	3,500	3,500	3,500	
Big Brothers Big Sisters	3,000	3,000	3,000	3,000	
Municipal Drug Strategy Network Days	250	200	200	200	
Rideau Ferry Yacht Club -					
"International Vintage Race Boat Regatta"	1,000	-	0	-	
Youth Activity Committee (YAC)	6,000	6,000	6,000	6,000	
Fatbrook Assoc. - (Plus portable toilet @ \$250 and staff time to clean up ball field after event)	500	600	600	1,500	
Lenark County Situation Table	-	-	750	1,000	
Lenark County Community Justice Program	-	2,000	1,000	-	
Municipal Drug Strategy Committee (2016 Budget amount reallocated as Committee of Council not a Contribution)	500	-	0	-	
GWM Hospital				4,000	
Donation in Lieu of Christmas Cards	500	500	500	500	
Remaining Funds for Additional Awards	\$2,500	\$450	\$700	\$550	\$0

2017 Grant Requests

	2015	2016	2016	2017	2017
BUDGET - Tourism - Grants & Contributions	\$ 2,750	\$ 2,250	\$ 2,250	\$ 2,250	
	TOTAL REQUESTS APPROVED	AMOUNTS REQUESTED	APPROVED	AMOUNTS REQUESTED	APPROVED
TOTAL REQUESTS	\$ 2,750	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
Perth & District Chamber of Commerce (includes membership \$500 - 2016 Membership portion budget allocation moved - actual request was \$1,500)	1,750	1,000	0	1,000	
Rideau Heritage Route Tourism 200th Anniversary Celebrations	1,000	1,000	1,000	1,000	
Remaining Funds for Additional Awards	\$0	\$250	\$250	\$250	\$0
**Remaining Funds for Additional Awards throughout the year Memorial Donations					

Introduction

- The 2017 Draft Budget proposes that the Township provide the same level of services and operations as were provided in 2016.
- Proposed Levy Increase of \$256,502 or 5.12%
 - OPP Billing Increase = \$192,186 or 3.84%
 - Operational Increase = \$64,316 or 1.29%



FOR CONSIDERATION:

SCENARIO 1 - Items not included in draft budget:

- Requests from Outside Agencies possible increases @ \$4,000;
- Website Enhancements @ \$6,400 (capital);
- Maberly Rink maintenance @ \$1,200;
- Canada 150 Celebrations @ \$2,000.

If these items were added to the 2017 Budget =
overall levy increase of \$263,702 or 5.27%



FOR CONSIDERATION:

SCENARIO 2 - Items not included in draft budget:

- Requests from Outside Agencies possible increases @ \$4,000;
- Maberly Rink maintenance @ \$1,200;
- Canada 150 Celebrations @ \$2,000;
- Staff Transition @ \$5,950

If these items were added to the 2017 Budget =
overall levy increase of \$269,652 or 5.39%



FOR CONSIDERATION:

Reserves / Reserve Funds

- Assessment Roll will be delivered to the Township between November 29th and December 9th.
- OMPF allocation notice to be received late November;
- If assessment increases, suggest adding the additional revenue into the Infrastructure Reserve for future needs
- If additional OMPF funds received, suggest also placing these funds into Infrastructure Reserve



NEXT STEPS

November 22nd:

- Public Budget Meeting



QUESTIONS???

